

## Project Progress Report

Project Name: **Grants, Contracts, and Loans Management System**

Reporting Period:	From:	December 1, 2008	To:	December 31, 2008
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Audience: Sadie Rodriquez-Hawkins, Jan Marie Ferrell, Polly Zehm, Lynne McGuire, DIS, and ISB

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

*(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)*

**Pending approval of revised schedule from ISB 1/8/2009. Contract amendment signed 12/19/2008.**

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

*(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)*

Risk Status: ☐ **GREEN** ☒ **YELLOW** ☒ **RED**

*(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)*

### Achievements

- Participated in a two-hour “direct communication” session for Provider Registration, Workflow (delegation and reassignment), and Calendar Process, documenting assumptions and constraints
- Completed “Group 2” demonstration and analysis of Multi-level Budget Support, Multiple Roles, Workflow Changes, Active Directory, Washington Look and Feel
- Completed “Group 3”, Provider Registration and Fund Pool, demonstration scenarios
- Continued to make good progress on the issues, changes, and to-do lists
- Updated the data matrices for Screen/Evaluate, Opportunities, Provider Registration, Agreements, Amendments, and Master Contracts/Orders
- Completed Water Quality and Housing Trust Fund document mapping for Opportunities, and Agreements
- For Service Bus:
  - Completed development of the error handling for all interfaces
  - Promoted Statewide Vendor and GeoProcessing applications to QA
- For GIS; completed:
  - Install and configure ESRI software 9.3
  - Made good progress on the promotion model and installation/configuration process documents

## Objectives for the next reporting period

- Group 3 demonstration and analysis for Provider Registration and Fund Pool
- Group 4 demonstration scenarios for Alert, Calendar Process, Statewide Initiatives, Progression Screen, Opportunities, Agreements, and Contracts and Releases
- For GIS:
  - Develop operations, promotion model, patch control process, and installation/configuration process documentation
- For Service Bus:
  - Walkthrough QA installation, configuration, and promotion process
  - Promote services from development to QA
  - System testing of all interfaces
  - Transition and knowledge transfer

## Schedule

### Major Milestones and Deliverables for November

Completed "Group 2" demonstration and analysis of Multi-level Budget Support, Multiple Roles, Workflow Changes, Active Directory, Washington Look and Feel

<b>Planned Major Milestones and Deliverables</b>	<b><u>Original</u></b>	<b><u>Revised</u></b>
▪ Pilot		<b><u>2009</u></b>
○ Configure System	11/08	1 <sup>st</sup> Qtr.
○ Performance Testing		1 <sup>st</sup> Qtr.
○ System Testing	11/08	2 <sup>nd</sup> Qtr.
○ User Acceptance Testing	12/08	2 <sup>nd</sup> Qtr.
○ Re-baseline – Go/No-Go	12/08	2 <sup>nd</sup> Qtr.
○ Pilot deployment		2 <sup>nd</sup> Qtr.
▪ ECY – CTED first program implementation	1/09	2 <sup>nd</sup> Qtr.
▪ Rollout to remaining programs (2 <sup>nd</sup> Rollout)	6/09	4 <sup>th</sup> Qtr.
○ ECY – CTED program workshops		3 <sup>rd</sup> Qtr.
○ Updated design/configuration specifications		3 <sup>rd</sup> Qtr.
○ Configure/Test System		4 <sup>th</sup> Qtr.
○ User Acceptance Testing & Training		4 <sup>th</sup> Qtr.
○ Deploy system		4 <sup>th</sup> Qtr.
▪ Post implementation review	7/09	4 <sup>th</sup> Qtr.

**Budget**

<b>IT Project Pool:</b>	<b>5,463,810</b>
<b>Project-to-date (7/07 to 12/08)</b>	
<i>* Expense transactions recorded as of January 05</i>	
Salaries/Benefits	706,321
Internal Administrative	276,584
Software Package	690,000
External QA	74,415
External Testing	98,388
Equipment	91,408
Travel	1,938
Goods & Services	5,526
Contracted Developer	13,558
<b>Total Expense:</b>	<b>1,958,138</b>
<b>Project Balance:</b>	<b>3,505,672</b>

**Issues**

OGMA has been on holiday since 12/25 and plan on returning to full capacity on 1/5.

**Risks****Newly discovered or re-arisen, including Risk Severity Indicator**

**20838: A large portion of the OGMA work may not be demonstrated until the final demonstration.**

**Impact Area - Schedule**

**Impact Rating - High (6)**

Risk: There is evidence of known work that must be accomplished to fully complete a task. As a result, demonstrations that exhibit progress and an understanding of the requirements and processes will not be seen until the final demonstration (3/2/2009). The number of hours required to complete this work has yet to be determined.

Mitigation: Continue to plan the demonstration scenarios for each group. Have scenarios not demonstrated during the specific group, demonstrated during the final demonstration. Schedule the final demonstration for a full day or more. Request a plan from Sierra.